

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT
CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCE ADMINISTRATION**

ANNOUNCEMENT NO: CFSA-06-R012

POSITION: HUMAN RESOURCES GENERALIST
(RECRUITMENT & TRAINING), DS-301-9/11/12

OPENING DATE: 10-11-05

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: 10-21-05

SALARY RANGE: DS-9 \$33,492 - \$43,161 PA
DS-10 \$40,384 - \$52,027 PA
DS-12 \$48,402 - \$62,356 PA

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: DS-12

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), ODDA, HRA

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years
☐ Temporary (Up to 1 year, Not-to-Exceed) _____

This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent serves as a Human Resources Generalist with an emphasis on Recruitment and Training in the Office of Human Resources (OHR) Office of the Deputy Director for Administration (ODDA), Child and Family Services Agency (CFSA), responsible for the recruitment positions, utilizing innovative recruiting practices. Researches, develops, and conducts non-technical training programs and workshops for employees. Meets with operating officials to gather information concerning staffing needs and specifications for vacant positions. Provides a full range of technical assistance and guidance to supervisors and managers in regard to recruitment and training efforts, personnel policies and procedures. Visits educational institutions and participates in or arranges for job fairs to educate applicants about the Agency and to provide literature on the Agency and/or Social Workers. Provides continuing services to the Agency in the areas of recruitment, qualifications, analysis, selection, placement, appointments, training, and merit promotions. Rates and ranks applications, drafts vacancy announcements, and develops selection certificates. Conducts creative and sound instructional workshops and seminars, develops course work content, based on a variety of instructional strategies and aids, which include policy, standards and practical application. Serves as the liaison with District of Columbia Government Center of Workforce Development (CWD) to coordinate and leverage trainings offered by CWD to address CFSA's training needs and gaps.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

BS in Human Resources or related discipline or the equivalent years of human resources experience as a generalist, with at least 1 year specifically as a recruiter.

SHRM Certification (PHR or SPHR) and ASTD (American Society of Training Development) Certification/ Membership is preferred.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of and ability to apply laws, regulations, policies, procedures, and operational requirements of an Agency;
2. Thorough knowledge of the staffing principles, concepts, and techniques required to solve complex recruiting problems;
3. Skill in gathering and analyzing facts, drawing conclusions, and devising practical and innovative solutions to particularly sensitive or systemic personnel management problems and issues;
4. Working knowledge of Microsoft Office, Word, Excel, Power Point and Access, and Human Resources Information Systems (HRIS); and
5. Ability to communicate both orally and in writing.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO: Child and Family Services Agency
Human Resources Administration
400 6th Street, SW
Washington, DC 20024

WALK-INS: 955 L'Enfant Plaza, 5th Floor
Washington, D.C. 20024

TO APPLY:

FAX TO: (202) 727-5750

WEB SITE: www.cfsa.dc.gov

EMAIL TO: cfsa.jobs@dc.gov

TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.